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OFFICE MEMORANDUM

TO: Acting Chief, Documents Branch

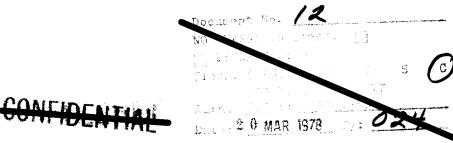
FROM: Assistant Chief, Planning & Coordinating Staff, 00

SUBJECT: Attached OSO Request for Assistance from Documents Branch, 00.

- l. In viewof the amount of special translation service which OSO will require per month, it is suggested that careful study be given to the problem of whether this request can be fulfilled without jeopardizing the other activities of Documents Branch. On the basks of this estimate it would seem that OSO translations would occupy one or two translators full time (or several translators part time, since it is unlikely that any one translator would be familiar with all the languages involved.)
- 2. On the basis of this request, it might be an advantageous time to open the question of a "translators pool" within Documents Branch to deal with foreign language material submitted for translation by OSO, ORE, Contact Branch, OO, and other sub-divisions of CIA. The person with whom this probably should be discussed is Management Branch, since it will be necessary to have T/O vacancies established for such a section within Documents Branch. Although it is obvious that these translations for OSO could be handled by Documents Branch without increasing the personnel if the Branch were up to T/O strength, it might be a good idea to try to raise the ceiling on personnel and thereby facilitate recruiting of new personnel who can be used for this new function (as well as for the other functions) of Documents Branch.
- 3. Action to establish a "translating pool" within Documents Branch would be particularly valuable in connection with paragraph 1b of the attached memorandum and would be in some ways necessary to comply with the special security requirements for personnel selected for the pool.

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Assistant Chief
Planning & Coordinating Staff
Office of Operations



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COPY

OFFICE MEMORANDUM

11 Sep 1947

TO

: Asst Chief, Planning & Coordinating Staff, 00

FROM

: Acting Chief, Foreign Documents Branch

SUBJECT: Attached OSO Request & Memo from Asst Chief, Planning & Coordinating Staff,

Office of Operations

l. It is felt by this Branch that it would not be advisable to request an addition to Foreign Documents Branch T/O for work involving only one or two translators. If translations required by OSO increase to a point that it becomes impossible to continue present work load, Foreign Documents Branch could then approach Management Branch, with concrete figures showing that it will be necessary to increase the T/O or discontinue exploiting captured documents.

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- 2. It is believed that OSO requests could be handled as CD requirements in the normal manner until it becomes necessary to request additional personnel.
- 3. It is recommended that 00 approval be given to subject request.

Acting Chief, Foreign Documents Branch

OK

1st Endorsement. To: Assistant Director for Operations.

19 Sept.1947

1. Since an increasing number of requests for special translations have been received from ORE (mainly Scientific Branch), 00/Contact Branch, etc., the additional workload will not be confined to this OSO request.

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2. I have discussed the matter informally with OSO and ORE, in an attempt towork out a uniform procedure for handling OSO/ORE requests, which have hitherto come in to 00, or FDB indiscriminately. The main question is whether they should be channelled through OCD or not. OSO is not required to go through OCD, and ONE has been bypassing it. In any case, should handle foreign films, recorded speeches, etc., and FDB should handle written and published material. 25X1A7a 25X1A7a

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Auth: DDA REG. 77/1763

Date :2 0 MAR 1978 By:

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